



Proctoring Policy

As part of our commitment to education and lifelong learning, The Brentwood Library Reference department is happy to offer proctoring services for distance learners.

Please be sure you meet the following criteria:

1. Your school is more than fifty miles away or you are enrolled in an online-only program.
2. Your school is not a Tennessee Board of Regents institution, as we cannot meet their proctoring requirements. (See TBR.edu for a full listing of institutions.)
3. Your school does not provide access to a local testing center in Middle Tennessee.

Additionally, we will accept students based on our ability to reasonably accommodate their needs. If demand exceeds our staff's availability, we may close enrollment for a time. We reserve the right to terminate a proctoring relationship at any time.

We ask that students comply with the following requests:

1. Please review our policy and ensure that it is in compliance with your school's policy prior to requesting a proctoring appointment.
2. Your school must be aware that library patrons are our first responsibility and library staff will monitor testing students while assisting library patrons. Doing so may call us away intermittently, therefore we cannot provide uninterrupted monitoring. We will do our best to ensure an honest testing of the student's knowledge of the material.
3. Contact a Reference Librarian at reference@brentwoodtn.gov to check scheduling availability and request contact information to send to your school for proctor approval. Please send us your name, contact information, name and location of your school, preferred testing date/time and duration of test.
4. Once a librarian agrees to proctor your tests, your institution should send your tests directly to the librarian; it is still your responsibility to make sure the test has arrived.
5. Once the test has arrived, students are asked to make an appointment for testing at least one week in advance of the desired exam proctoring date.

6. Tests will be administered in an open area of the library. If you are sensitive to sound, we suggest bringing ear plugs.
7. If your test is online, please bring a fully charged laptop. We will provide free wi-fi. We can also provide a public computer for testing, however we are unable to download any special software to our computers.
8. There is no cost for proctoring.
9. If you need to reschedule, please contact your proctoring librarian as soon as possible.
10. Please be prepared to take your test at the set appointment time. Your session does not include study time as part of the proctoring service.
11. Generally, completed exams are mailed, scanned/emailed or faxed the same or following day.
12. If your proctor becomes unavailable for any reason, any reference team member may fill in as an interim proctor if rescheduling is not an option.
13. All deadlines, including mailing time, are the responsibility of the student, who should take into account potential delays in mailing, scheduling, or days on which the library is closed.

I have read the policy above and submitted it to my school for approval:

Name

Date

Please bring a signed copy of this policy to your first proctoring appointment.